

# **CALIFORNIA CONSERVATION CORPS**

## **POSITION DUTY STATEMENT**

WORKING TITLE OF POSITION: <b>Recruiter – Zone 3</b>	REPORTING UNIT NUMBER: <b>321</b>	
DIVISION/BRANCH OR CENTER: <b>Headquarters Recruitment Unit</b>	LOCATION: <b>Alameda County</b>	
CLASS TITLE: <b>Staff Service Analyst (SSA)</b>	POSITION NUMBER: <b>533-321-5157-XXX</b>	EFFECTIVE DATE: <b>April 2006</b>

### SUPERVISION EXERCISED

NUMBER	DIRECT SUPERVISION CLASSIFICATION	NUMBER	INDIRECT SUPERVISION CLASSIFICATION
		<b>3</b>	<b>Special Corpsmembers</b>

EFFECTIVE ON THE DATE INDICATED, THE EMPLOYEE PERFORMS THE FOLLOWING DUTIES AND RESPONSIBILITIES ASSIGNED TO THE ABOVE POSITION.

Under the supervision of the Headquarters Recruitment Manager, the Recruiter (SSA) provides recruitment and intake services for the residential and non-residential sites statewide, within the district and special recruitment needs. The Recruiter will be in a supervisory capacity for up to three Special Corpsmember (SPCM) Recruiters assigned to assist with recruitment activities. The position requires driving state vehicles, lifting and transporting recruitment materials/equipment, and periodic evening and weekend work assignments.

(Relative time required)      (Brief description of important duties. Group duties in numbered paragraphs. Use additional sheets if necessary).  
 Indicate %

- 30%      Reviews applications for completeness and ensures applicants meet California Conservation Corps (CCC) recruitment requirements; oversees the applicant interview process for residential, non-residential, and special program placement within the CCC program. Determines if applicant meets pre-employment hiring conditions (e.g., fingerprinting and pre-employment drug test). Based on the identified needs of the department and the recruit, assigns recruit to appropriate location. Enters applicant data into the CCC Recruitment Intake Placement System (RIPS).
- 30%      In a lead capacity, oversees up to three (3) SPCMs assigned to the Recruitment Unit for the recruitment and assignment of corpsmembers as described above; develops and maintains a schedule of recruitment activities; prepares and distributes a monthly report of activities and accomplishments to the Recruitment Manager; maintains and coordinates a leave calendar/schedule for SPCMs assigned to recruitment. Coordinates, monitors and oversees the inspection, maintenance and repair of all recruitment vehicles within their area of responsibility; ensures that all vehicle mileage logs/gas receipts are accurate prior to submitting them to the Recruitment Manager on a monthly basis.
- 20%      Develops relationships with, consults with, and maintains ongoing contacts with community-based organizations, high schools, and other community groups to develop, enhance, and/or increase the recruitment opportunities and activities within the CCC. Conducts presentations.
- 5%      Coordinates with the Recruitment Manager to identify recruitment needs. Works with the Recruitment Manager to develop and implement a recruitment plan; communicates and works effectively with headquarters and district staff.
- 5%      Develops and maintains an annual recruitment budget; identifies and obtains approval for expenditures; provides monthly budget and expenditure reports to the Recruitment Manager. Provides weekly accomplishment reports to the Recruitment Manager; attends staff meetings and participates in various administrative and organizational tasks as required.

- 5% Assists in the development and implementation of statewide and local marketing plans.
- 5% Other recruitment duties as assigned [i.e., work with CCC's Public Information Office (PIO), district office and Statewide Recruitment Coordinator on media blitzes, focused recruitment and/or special recruitment events].

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Signature

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Date